

To:

CC:

From:

Date:

Re: Work Injury - Lost Time

Your work-related injury/illness has exceeded three (3) working days. Therefore, your lost time qualifies as Family Leave. Therefore, the lost time will be counted against your Family Leave entitlement. Information regarding Family Leave is located in the City's Leave of Absence Policy which can be found online at www.ci.duluth.mn.us/city/employment under City policies and procedures or from the Human Resources office located at Room 313 City Hall, (218) 730-5210.

If you have any questions, please contact me at: (218) – ext.

